

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Language Training and Programs Divisions

SUBJECT: Progress Report for Week 13 - 19 November 1953

DATE: 19 November 1953

1. Announcements have gone out calling for nominations to the semi-annual service schools for the first half of 1954, including the Armed Forces Staff College, the Naval Intelligence School, the Air Force Staff Intelligence Officers Course and the Strategic Intelligence School. The offices likely to have an interest in several specialized courses, such as the Advanced Officers Course at the Counter Intelligence Corps School, ~~at~~ Fort Holabird, Maryland, the Ordnance Technical Intelligence Officers course, Armament Repair and Maintenance course ~~and~~ similar classes at Fort Aberdeen, and a Petroleum Production Survey course conducted for Armed Services supply and logistics officers at Houston, Texas, by the Houston Oil Company, have also been notified. ✓

2. Announcements have been distributed to all Training Liaison Officers ^{concerning} of the Area Conferences to be held by the Foreign Service Education Foundation at the Hotel Statler in Washington, between January and May 1954. These courses are intended for delegates of the Business Corporations which support the Foundation, but students of the SAIS may attend and CIA has been invited as a matter of courtesy by the Foundation to send five delegates to each conference. ✓

3. Arrangements have also been made for three instructors in the Office of Training to participate in a one-week seminar on Communist Strategy. This seminar will be held at the Foreign Service Institute from November 30 to December 4. If successful the seminar will be repeated several times in 1954.

4. The first of a series of Advanced Language Seminars will commence Tuesday, December 8. This German seminar will be held every Tuesday from 1:30 to 3:30 and will be conducted by , ~~and~~ ^{OTR} ~~and~~ ^{to} Eight-ten people will participate in this class. ✓

5. A combined total of 169 students are presently enrolled in introductory and self-study courses in the Language Training Branch. Eighty-seven of these students are in classes and 82 are in self-study programs.

6. During the past week, the language laboratory was used for a total of 482 hours, 197 hours of which were outside the normal working day.

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NEXT REVIEW 89

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